



Special Evaluations Application Form

CORE-05/F01 V1

SPECIAL EVALUATIONS APPLICATION FORM



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General Information: ALL Updates

An existing NC Verification Agency Verification may be updated due to various reasons - i.e. a change in shareholding, management or structure of the measured entity. An update stems from either a change in circumstance within the operating sphere of the entity – or supporting documentation that has become available which was not available at the time of the initial verification which proves the B-BBEE credentials originally claimed.

An update does not, however, constitute the submission of new information or documents relating to B-BBEE credentials which fall outside of the original verification period.

It must also be noted that the validity date of any current verification certificate being updated will not be influenced by an update to such a verification being performed. All supporting documents to be considered by NC Verification Agency for purposes of issuing an updated verification certificate must be attached to this application. Note that prior to any updated certificate being issued, the original to-be-replaced certificate must either be returned to NC Verification Agency or confirmation of its destruction must be received.

An update to a certificate based on a subsequent change to a client's ownership, management or structure will only be considered if the original measurement period on which the certificate was based remains unchanged.

NOTE: Should you in any way wish for your verification period to be changed – this will constitute a new verification and not an update to your existing verification certificate.

General Information: ALL Special Verifications

A Special Verification may be required where the B-BBEE score granted is brought into question. The score may then be re-evaluated, with the calculations and scoring principles being re-evaluated objectively.

Commitment Fees and Payment Process

Fees are payable per hour – charged at a professional rate of R 1200 (incl. VAT) per hour. A timesheet will be provided at the conclusion of the verification for ease of reference, reflecting analyst and reviewer time spent in relation to the update or Special Verification in question. All travel charges and other expenses incurred (if any) will be for the client's account.



INFORMATION REQUIREMENT

1. Entity Details

Company Name: _____

Trading Name: _____

Registration Number: _____

Physical Address: _____

Postal Address: _____

Vat Number: _____

Industry Operated: _____

2. Contact Person:

Name of Representative: _____

Position within Company: _____

Email Address: _____

Mobile Phone Number: _____

Alternative Contact: _____

3. FOR UPDATES ONLY:

3.1. Please provide details as to your original measurement period & measurement date:

3.2. Is your update based on a change to your ownership, management or corporate structure which occurred subsequent to your measurement date? Please provide full details

3.3. Is your update based on B-BBEE credentials claimed during your original verification for which, at the time of the verification, you could not find supporting documents? Please provide full details



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3.4. Please provide an indication which element(s) of empowerment is/are to be updated

Element	Update? Yes / No	Nature of Update
Ownership		
Management & Control		
Skills Development		
ESD		
Socio Economic Development		

4. FOR SPECIAL VERIFICATIONS ONLY

4.1. Please provide full details as to the nature of the Special Verification:

4.2. Please provide an indication which element(s) of empowerment is/are to be re-verified

Element	Re- evaluated? Yes / No	Nature of Request (Calculations, Scoring Methodology, Other)
Ownership		
Management & Control		
Skills Development		
ESD		
Socio Economic Development		



5. Declaration

Name:

Designation:

I acknowledge that:

1. I have authority to engage NC Verification Agency for a BBBEE verification for the measured entity
2. The information is, to the best of my knowledge, true and accurate
3. The verification agency shall conform to the verification process as indicated.
4. The information provided to **NC Verification Agency** is complete. Only the information that has been provided as at the date of the verification visit will be considered by **NC Verification Agency** in awarding the Broad-Based / QSE verification. Any additional information submitted post the date of the verification visit (excluding the 5day query period thereafter) will not be taken into consideration. An appeal must be based on interpretation issues between the measured entity and **NC Verification Agency**, and not on additional information submitted.
5. The formal appeals process is limited to a period of five (5) working days. If **NC Verification Agency** is not notified regarding any suggested amendments within that period (taking into account the provisions of clause 4 above) the final verification shall remain as-is, a verification certificate shall be issued and any outstanding payment to **NC Verification Agency** shall become due and payable prior to delivery of such documents.
6. The equity ownership claimed is in accordance with the conditions prescribed.
7. If information is found to be incorrect, **NC Verification Agency** may, in addition to any other remedy, cancel the entity's verification status and circulate & publicize the nature of the contravention and the changes on the verification status of the entity to all potential users.
8. I am not aware of any conflict of interest that may arise by commissioning **NC Verification Agency** to carry out the verification of the entity. Written notification will be sent to **NC Verification Agency** should any come to light, and **NC Verification Agency** shall handle this as per their internal policy.



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Signed on behalf of the Measured Entity

THUS DONE and SIGNED at _____ on this the _____ day of _____ 20__.

Witnesses: _____ For and on behalf of

1. _____

(Verified Entity)

He who warrants his authority hereto (Signature)

Signed on behalf of NC Verification Agency:

THUS, DONE and SIGNED at _____ on this the _____ day of _____ 20__.

Witnesses: _____ For and on behalf of NC Verification Agency Pty Ltd

1. _____

He who warrants his authority hereto (Signature)